



Office of Graduate Education and Life

Graduate Service Assistant (GSA) Request



To be completed by the unit requesting a Graduate Service Assistant

Requestor Contact Information

Unit/Department:	Date:
Campus Code:	Departmental Activity Code:
Contact Name:	Phone:
Email:	PO Box:

General Position Description

Duties and Responsibilities

Qualifications Required

What majors would be a good fit for this position? Please be as specific as possible.

Hiring Information

Number of Positions Available:

Is there an incumbent currently in this position? Yes No

If yes, please indicate the **name(s)** and **major(s)** of the individual(s):

To be completed by Graduate Education and Life

Approved **Denied**

Comments

Approvals	Name	Email	Signature
Graduate Education and Life	Constinia Charbonnette		